

## A/E Selection Guide

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## **A/E Selection Guide**

### **CHAPTER 1. INTRODUCTION**

#### **1.1 Purpose**

This A-E Selection Guide describes the procedure for source selection and contract award for architect-engineer (A-E) services. It is intended as a working level guide for members of the acquisition team and should be used in conjunction with current policy directives and regulations. It may also be furnished to Indian tribes as part of the technical assistance offered by IHS under the Indian Self-Determination and Education Assistance Act (P. L. 93-638, as amended).

Comments or questions pertaining to this document should be addressed to: Director, Engineering Services, 2201 Sixth Avenue, RX-24, Seattle, WA 98121.

#### **1.2 Background**

In October 1988, Indian Health Service was elevated from the bureau level within the Health Resources Services Administration to agency level. In September 1996, the Offices of Engineering Services in Seattle and Dallas became part of the Indian Health Service and were renamed Engineering Services Seattle and Engineering Services Dallas (ESS and ESD). In September 1997, ESS and ESD were realigned under the Office of Public Health, Division of Facilities and Environmental Engineering. This A-E Selection Guide was developed to provide guidance for Engineering Services and other operating components of Indian Health Service, including Indian tribes who utilize services of architect-engineer firms. This A-E Selection Guide is a compilation and update of earlier guidance used by the Public Health Service.

The Division of Facilities and Environmental Engineering (DFEE) is responsible for the provision of facilities to support a wide range of direct and preventative health services for Indians and Alaskan natives. These facilities include medical centers, hospitals, clinics, community health centers, health stations, administrative buildings, staff quarters, and a wide range of sanitation facilities for water supply; solid and liquid waste collection, treatment, and disposal. Private sector A-E services are frequently utilized to develop designs for the repair, renovation, or construction of these facilities.

A-E acquisition is the exception to the general rule in Federal contracting whereby competitive source selection is accomplished using a combination of price and technical qualifications as evaluation factors. Under the Federal A-E acquisition process, price is not considered until after the source has been selected. Available firms are ranked on the basis of their technical qualifications alone and a price proposal is requested from the highest ranked firm only. If a fair and reasonable price cannot be reached with the first firm, negotiations with that firm are terminated and the process moves to the second ranked firm, and so on until negotiations are successful. The law which established this procedure is the Brooks Architect-Engineers Act (40 U.S.C. 541-544), the "Brooks Bill", which is implemented in Subpart 36.6 of the Federal Acquisition Regulation (FAR). Special set-aside considerations and the process for negotiation of a contract with the selected firm are covered in Part 15 of the FAR and related Department of Health and Human Services (DHHS), and Indian Health Service (IHS) regulations and policies.

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### 1.3 Scope

This guide describes:

- Planning for A-E acquisition.
- Selection of A-E sources.
- Negotiation and award of an A-E contract.

### 1.4 Definitions

- Appointing Authority. The official with delegated authority to establish an Evaluation Board and appoint its members. For IHS, this official must be a management level employee other than the Selection authority.
- Architect-Engineer Services.
  - Professional services of an architectural or engineering nature, as defined by State law, if applicable, which are required to be performed or approved by a person licensed, registered, or certified to provide such services;
  - Professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and
  - Such other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.
- Buy Indian Act. The law (25 U.S.C. 47) which provides authority through the Secretary of the Interior for the Indian Health Service to give preference to Indians and Indian firms for the provision of goods or services.
- Commerce Business Daily. The public notification media by which the Government identifies proposed contract actions. The CBD is published five times weekly in hard copy and is available on the Internet at <http://cbdnet.gpo.gov>.
- Evaluation Board. (Also "Selection Board") A committee whose function is to evaluate the technical qualifications of A-E firms under the general direction of the head of the contracting activity.
- Federal Acquisition Regulation. The primary regulation governing acquisition of supplies and services by government agencies.
- Fee. The total price of a fixed-fee A-E contract or the estimated cost plus profit of a cost reimbursement contract.
- Fee Limit. FAR 15.903(d)(1)(ii) limits the amount that may be paid for architect or engineer services. The total fee "for production and delivery of designs, plans, drawings, and specifications" may not exceed 6% of the estimated cost of the construction project, excluding the price of the A-E contract. This language is interpreted to mean that the fee limit is not

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applicable to portions of the A-E fee that are for work not in direct support of production of the bid documents. Examples of such work are:

- Investigative services including:
  - Determination of program requirements including schematic or preliminary plans and estimates.
  - Determination of feasibility of proposed project.
  - Preparation of measured drawings (as-builts) of existing facility.
  - Subsurface investigation.
  - Structural, electrical, and mechanical investigation of existing facility.
  - Surveys: Topographic, boundary, utilities, code compliance, etc.
- Special consultant services, not normally available in organizations of architects or engineers, that are not specifically applied to the actual preparation of working drawings or specifications of the project for which the services are required. Value engineering studies are included in this category.
- Reproduction of approved designs through models, color renderings, photographs, or other presentation media.
- Travel and per diem allowances other than those required for the development and review of working drawings and specifications.
- Supervision or inspection of construction, review of shop drawings or samples, and other services performed during the construction phase.
- All other services that are not integrally a part of the production and delivery of plans, designs, and specifications.
- The cost of reproducing drawings and specifications for bidding and their distribution to prospective bidders and plan file rooms.
- HHSAR. Department of Health and Human Services supplement to the FAR.
- Indefinite-Delivery Contract. A method of contracting used when the Government knows that requirements for particular goods or services will arise during a specific period of time but cannot predetermine the exact quantities or delivery dates. For services, such contracts (also known as “task order” or “term” contracts) may establish fixed billing rates for various skill levels and disciplines and typically provide for issuance of fixed price orders for the performance of tasks. IHS indefinite-delivery contracts have an individual order limit of \$300,000, a yearly limit of \$1,000,000 and a potential period of performance of five years (base year plus four option years).<sup>1</sup> The advantage to this arrangement is that the lengthy A-E selection process need only be accomplished once every five years for requirements that can be grouped under the task order contract. This substantially reduces the lead-time to acquire A-E services for individual projects. See also Requirements Contract and Indefinite Quantity Contract.
- Indefinite Quantity Contract. A type of indefinite-delivery contract that provides for purchase, within stated limits of services or supplies to be furnished during a fixed period. To be binding, these contracts need to guarantee a minimum quantity. In the case of IHS contracts, \$10,000 is typically obligated at award and that amount is then applied toward the first task order.
- Indian. A person who is a member of an Indian tribe, as defined herein, or an Alaska native who is either on or descended from someone on the roll of the Alaska Natives prepared pursuant to the Alaska Native Claims Settlement Act of 1971.
- Indian Tribe. Any Indian tribe, band, nation, rancheria, pueblo, colony, or community which is recognized by the United States Government through the Secretary of the Interior as eligible for

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the special programs and services provided by the Secretary to Indians because of their status as Indians.

- Master Contract. A term sometimes applied to an IDC to distinguish between the initial contract and individual task orders placed under the contract.
- Program of Requirements. A document that provides program description and physical parameters for a proposed facility which has been approved by the appropriate agency and sub-agencies.
- Public Health Service Acquisition Regulation. The Public Health Service supplement to the HHSAR.
- Requirements Contract. A type of indefinite-delivery contract in which the buyer agrees to buy all its purchase requirements for designated services or supplies from the contractor in return for a guarantee by the contractor to accept orders and perform tasks within the scope of the contract. This type of contract is binding without an initial obligation of funds.
- Selected Firms. Those firms appearing on the final selection list approved by the Selection Authority. Each firm on the list is eligible for contract award. However, the contracting officer is authorized to negotiate only with the most preferred firm and can consider the next firm on the list only if negotiations with the first firm are unsuccessful and are terminated.
- Selection Authority. The agency head or an official with delegated authority to make the final selection decision among the A-E firms recommended by the evaluation board. IHS Area Associate Directors and the Directors of ES Seattle and ES Dallas are Selection Authorities.<sup>2</sup>
- Short List Firms. Those firms selected for interviews on the basis of the initial evaluation by the Evaluation Board.
- Standard Forms (SF) 254 and 255. Standard forms to be completed by the A-E describing the firm's qualifications. The SF 254, A-E and Related Services Questionnaire, is a general statement of a firm's qualifications and experience while the SF 255, A-E and Related Services Questionnaire for a Specific Project, is a more detailed statement of qualifications and experience developed in response to a request for sources for a specific acquisition.
- Statement of Work. The detailed description of the work to be performed by the A-E firm. It may incorporate the POR and should specify requirements for schedule, cost control, value engineering, document format, design approval, and any special requirements for each phase of design.
- Task Order. An order for services placed under an Indefinite-Delivery contract. Each task order is considered to be a separate contract.

### 1.5 References

The following references, current as of this revision, have been incorporated into this A-E Selection Guide:

- Federal Acquisition Regulation (FAR);
- Health and Human Services Acquisition Regulation (HHSAR);
- PHS Acquisition Regulation (PHSAR);
- IHS Manual, Chapter 5; and

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- PHS Facilities Manual, Volume I, Chapter 4-2, Architect-Engineer Selection Process, dated November 14, 1989.

This A-E Selection Guide supersedes prior IHS guidance on this subject.

### **1.6 Abbreviations/Acronyms**

A-E.....	Architect-Engineer
DHHS.....	Department of Health and Human Services
DFEE .....	Division of Facilities and Environmental Engineering
ES.....	Engineering Services
ESD .....	Engineering Services - Dallas
ESS.....	Engineering Services - Seattle
FAR.....	Federal Acquisition Regulation
HHSAR .....	Health and Human Services Acquisition Regulation
IDC.....	Indefinite Delivery Contract
IHS.....	Indian Health Service
PHSAR.....	Public Health Service Acquisition Regulation
POR .....	Program of Requirements
SBA.....	Small Business Administration
SOW .....	Statement of Work





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### **CHAPTER 2. PLANNING**

#### **2.1 Project Planning**

The procedure for developing a POR and apportioning funds for construction projects is beyond the scope of this guide. This chapter describes considerations in developing an acquisition after the need has been identified for A-E services for a specific project or for establishment of an indefinite-delivery contract.

#### **2.2 Acquisition Plan**

Formal acquisition planning documents are not required for A-E acquisitions.<sup>3</sup> However, given the length of the process, it is important to identify and schedule requirements for A-E services early in the project planning. The complete A-E acquisition process through award typically requires from six to twelve months. The initial selection phase, in which firms are ranked and the selection is approved by the selection authority, may be done within four months. The contract award phase, including proposal preparation, negotiation, contract preparation, and pre-award approvals requires a minimum of two months and may be considerably longer. The sequence of events leading to award of an A-E contract is illustrated in Exhibit I, ([EXH 1.DOT](#)).

#### **2.3 POR Approval and Certification of Funds**

To avoid needless waste of private resources, the Government must have the ability and a good faith intention of entering into a contract when it requests the public to respond to a solicitation. This requires that funds be available or be reasonably expected to be available to make a timely contract award. As a result of advance planning, project officials may be aware of a requirement for A-E services before the POR or similar document is approved and before funds have been apportioned and certified. Some acquisition planning activities, described in more detail in following sections, can be accomplished prior to POR approval and certification of funds:

- Members of the evaluation board can be appointed.
- The general description of the requirement to be included in the public announcement can be drafted.
- The selection criteria and rating plan can be written.
- The set-aside decision can be made if sufficient information is available.
- The SOW can be drafted.

Other activities can be accomplished prior to POR approval and fund certification if essential to meet an urgent schedule:

- The CBD announcement can be published, provided there is a written statement from the IHS Financial Management Officer that funding is expected to be certified within 60 days. Wording must also be included in the Commerce Business Daily (CBD) announcement to the effect that design funds are expected to be received in the near future, and that the award of the A-E contract is subject to the receipt of these funds.
- The short list can be established. Interviews with the short listed firms and final selection cannot proceed until the POR or similar document is approved, since the firms cannot be expected to discuss their proposed technical approach without knowing the specific technical and program requirements established for the project.

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Indefinite delivery contracts do not have POR considerations since they are by nature for requirements described only in general terms. Requirements-type IDCs do not require funding for award of the master contract while indefinite-quantity-type IDCs do require funds for award.

### 2.4 A-E Evaluation Board Appointment

The Appointing Authority may establish one or more permanent evaluation boards or may appoint evaluation boards on an as-needed basis for individual A-E acquisitions (ad hoc boards). Exhibit II, Selection Board Appointment, is a sample memorandum for appointment of evaluation board members. ([EXH 2.DOT](#)) Each board consists of at least five members of whom a majority must be Government employees who are licensed/registered professional architects or engineers. A majority of the panel must also have completed the DHHS Project Officer Training course.<sup>4</sup> The board may also include highly qualified professionals who are non-government employees and have special expertise related to the acquisition. The appointing authority must designate one licensed/registered professional member of each board, who must be a government employee, as the chairperson. After notification that a board has been appointed, the contracting officer briefs the board on its responsibilities for handling information received in the selection process and avoiding conflicts of interest. See Exhibit X, Contracting Officer Briefing Memo, for a sample. A minimum of three board members, two of whom must be licensed/registered, is needed for a quorum. ([EXH 10.DOT](#))

### 2.5 Contract Type

The evaluation board, in consultation with the contracting officer, determines what type of contract best suits the requirement. The preferred approach is to use firm-fixed-price contracts, under which the A-E undertakes to furnish a finished design within a stated price and takes the responsibility for gains or losses resulting from unexpected cost underruns or overruns. If circumstances are such that costs cannot be predicted with reasonable certainty, it may be appropriate to use a cost reimbursement contract. It is possible to make only certain elements of a contract subject to cost reimbursement. A common example is airfare.

If the requirement is suitable for an indefinite delivery contract, a decision must be made whether to use a requirements-type or an indefinite-quantity type arrangement and whether to award multiple contracts for the same scope of work. The objective in defining the scope and type of an indefinite delivery contract is to avoid conflict with the intent of the Brooks Bill. The IDC must be structured to provide reasonable assurance that the firm used for a particular job under the IDC would probably have been the firm selected as most highly qualified if a formal selection process had been done for that job. If the scope of work is too broad, it's less likely that a single firm or small group of firms would be most highly qualified for each order under the IDC. In that case, the requirement must be divided into more narrowly defined types of work.

If the scope of the requirement is narrow enough that one firm will be the highest qualified for every task order, a single award contract may be appropriate. In that case, a requirements-type contract (which can only be used in a single award scenario) may be preferable to an indefinite-quantity type contract if there is a perceived advantage in pricing or if funding is not available to guarantee a minimum order.

Federal procurement policy gives preference to making multiple awards.<sup>5</sup> By definition, there are at least three firms rated as highly qualified to perform the work by the time a final A-E selection is made. For an IDC, with a general scope of work and a potential ordering period of five years, a multiple award is probably more consistent with the intent of the Brooks Bill than a single award. Under a multiple award, the individual qualifications of each of two or more highly firms can be considered and award can be made to the most highly qualified firm considering the specific requirements of each task order. However, if the volume of work is small, the cost of administration of multiple contracts may outweigh the benefit.

If multiple awards are used, the CBD announcement and the contracts must describe the criteria that will

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be used to select among the contract holders for award of task orders.<sup>6</sup> The criteria must provide each contractor a fair opportunity to be considered for each order. Allocation schemes based on total amount awarded or pre-set rotations should be avoided.

### **2.6 Selection Criteria**

As described above, the evaluation board is responsible for establishing the criteria for evaluation of contractor qualifications and identifying the relative importance of each item before an announcement is published in the CBD. FAR 36.602-1 (a) lists the following mandatory criteria:

- Professional qualifications necessary for satisfactory performance of required services;
- Specialized experience and technical competence in the type of work required, including, where appropriate, experience in energy conservation, pollution prevention, waste reduction, and use of recovered materials;
- Capacity to accomplish the work in the required time;
- Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules;
- Location in the general geographical area of the project and knowledge of the locality of the project; provided, that application of this criterion leaves an appropriate number of qualified firms, given the nature and size of the project; and
- Acceptability under other appropriate special criteria.

### **2.7 Set-Aside Decision**

IHS policy for architect-engineering services, as stated in the Director's February 7, 1995, memorandum is to set aside A-E requirements under the Buy Indian authority when there are three or more qualified Indian firms available to satisfy the requirements.<sup>7</sup> A firm is eligible for award under authority of the Buy Indian Act if it is fifty-one percent (51%) Indian owned, controlled, and operated.<sup>8</sup> If current qualification data is maintained on file, the board may have sufficient information to determine that three or more Indian firms are available which can likely qualify for the short list using the established selection criteria.

If so, the board would recommend that the contracting officer set the acquisition aside for Indian firms. If the board believes there are not three Indian firms capable of being determined qualified and eligible for award, it should recommend to the contracting officer that the acquisition not be set aside and document the reasons for its recommendation.

If there is insufficient information on available firms for a particular requirement, it may be necessary to defer the set-aside decision until new and updated qualification statements are obtained through public announcement.

If not set aside for Indian firms, the acquisition must be considered for a set aside for small business. A-E services are one of several targeted industry categories of services designated for participation under the Small Business Competitiveness Demonstration Program. Under the program, A-E services are periodically exempted from small business set aside requirements. The IHS Small Business Manager and the Small Business Technical Advisors located in each contracting activity maintain current information on the status of this program.

### **2.8 Public Announcement**

Federal policy is to publicly announce all requirements for A-E services.<sup>9</sup> When the requirement is anticipated to exceed \$25,000, it must be synopsisized in the CBD and allow a 30 day period for response from the date of publication for receipt of responses. Under \$25,000, the requirement may be publicized by posting a notice in a public place in the contracting office for at least ten days.<sup>10</sup>

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Announcements published in the CBD must contain the following elements:

- Summary of the scope of work involved. This should be sufficiently detailed to allow the firm to make an informed judgment as to whether it is capable of performing the work.
- Project location.
- Estimated cost range.
- Estimated performance period.
- Criteria to be used in selecting the A-E contractor. The criteria must be consistent with the requirements listed in FAR 36.602-1(a), and must be listed in order of significance (weight), beginning with the most important criteria.
- The type of contract anticipated (normally firm-fixed-price).
- A statement that the acquisition is a set-aside for Indian owned firms or small businesses, as applicable.
- Any other special requirements or restrictions affecting selection, such as geographic restrictions. Although additional evaluation points may be awarded for offerors located in proximity to the project site, competition may not be restricted to firms located in a specific geographical area (that is, in a particular state or set of states) unless the contracting officer has approved a written justification that this restriction is necessary for the contractor to successfully perform the contract. Similarly, a requirement for professional registration in a specific state must also be justified based on objective factors; for example, knowledge of permafrost conditions. Exhibit V, Justification for Restriction, is an example of a justification for restriction to a specific state professional licensing requirement. ([EXH 5.DOT](#))
- References to applicable CBD numbered notes. These are notes containing standard information, which can be referred to by number to save space. See Exhibit IV, CBD Numbered Notes, for the text of numbered notes applicable to A-E announcements. ([EXH 4.DOT](#))

The evaluation board provides a draft synopsis of the work requirement and the evaluation criteria to the contracting officer, along with a recommendation as to whether the acquisition should be set aside or conducted on an unrestricted basis. Exhibit III, CBD Synopsis, is an example. The contracting officer, makes a set aside determination, finalizes the draft synopsis, adds coding and formatting, and submits it to the CBD for publication. ([EXH 3.DOT](#))

### 2.9 Numerical Rating and Ranking System

The evaluation board is responsible for developing a scoring system to use in rating and ranking submittals. The system will provide a method for each evaluator to independently assign a numerical score and rank to each firm. The rankings from individual evaluators are then used to calculate a composite ranking. The elements of the numerical rating system are:

- Evaluation Weight Factor: Evaluation weight factors must be established by the board for each of the evaluation criteria. Each criterion must be assigned a numerical value on a scale of 1 to 10 to reflect the relative importance of the criteria elements to each other. See Exhibit VI, Evaluation Criteria and Weight Factors, for an example. ([EXH 6.DOT](#))
- Rating Factor: The individual board member must rate each firm on a scale of 1 to 10 on every evaluation criterion. The rating must reflect the member's judgment as to how well the firm meets the requirements of the evaluation criteria.
- Rating Score: The product of the evaluation weight factor and the rating factor. The total score

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for the firm is the sum of the rating scores for each evaluation criterion. See Exhibit VII, Score Form, for an example. ([EXH 7.DOT](#))

- Ranking: Each board member must rank the top five firms based on the total scores established from his/her ratings of the submittals. These rankings must be reported to the board and recorded.

The overall ranking scores are determined by awarding ranking points to firms in the following manner:

- First position - seven (7) points,
- Second position - five (5) points,
- Third position - three (3) points,
- Fourth position - two (2) points, and
- Fifth position - one (1) point.

Each firm's ranking scores from all the board members are summed and the totals are used to establish the composite ranking. Based on the composite ranking, the board identifies at least three firms for further consideration. These firms comprise the "short list." Exhibit VIII, Individual Evaluation Summary ([EXH 8.DOT](#)) and Exhibit IX, Selection Evaluation Summary ([EXH 9.DOT](#)), show sample formats for manual entry. An Excel spreadsheet format is at [AE\\_RANK.XLS](#).

When the composite ranking result in two or more firms being tied for the same rank, the tie is broken by using the sum of the individual board members' raw scores for each firm. See Exhibit IX, Selection Evaluation Summary, for an example. ([EXH 9.DOT](#))



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### **CHAPTER 3. A-E EVALUATION AND SELECTION**

#### **3.1 Receipt of Qualification Statements**

After the deadline for receipt of new or updated qualification statements has passed, the contracting officer:

- Prepares an abstract listing the firms that have submitted qualification statements.
- Screens the responses for responsiveness to the set-aside requirements of the solicitation. Ineligible firms are notified by mail that they will not receive consideration.
- Prepares a memorandum to the evaluation board chairperson to forward the abstract, the qualification statements, and the current performance evaluation file for use in the initial evaluation. See Exhibit XI, Transmittal of Qualification Statements to Board. ([EXH 11.DOT](#))

#### **3.2 Initial Evaluation**

Before the evaluation begins, the board chairperson is responsible for ensuring that each board member has been briefed on the requirements for safeguarding information used in source selection and is familiar with the scoring plan. The chairperson is responsible for establishing a file to document that the evaluation is carried out in accordance with the plan. The file must contain the rating and ranking sheets with the criteria, and the established criteria weight factors as developed by the board.

Each board member is assigned a reviewer number. The list correlating the assigned numbers with the reviewers' names is kept in a separate designated file.

Each board member completes a rating form for every eligible firm. In addition to judging each firm and assigning a numerical score for every selection element, the board member is responsible for writing concise comments to document the particular strength or weakness noted for each element. These comments will be furnished to unsuccessful firms as part of debriefing and should be written in a clear, objective and professional manner. Comments are mandatory when scores above 8 or below 3 are given and are encouraged for mid range scores as well.

Board members should be alert to information in qualification statements that may affect the firm's eligibility for award. The contracting officer should be notified if a firm's eligibility is in question, such as if the acquisition is set-aside for Indian firms and the reviewer believes the Indian-owned component of the proposed A-E team may not have the capacity to perform 51% of the work.

The board chairperson is responsible for posting the completed score sheets to a summary sheet. If there are extreme variances between the scores assigned to a firm by different board members, the members should discuss the differences to ensure that qualifications were not overlooked.

The initial ranking summary sheet is used to calculate an overall ranking of the firms. The board must identify at least the three highest ranked firms for the short list of "most highly qualified" firms eligible for advancement to the next stage. If more than three firms are grouped closely in terms of overall score, it may be appropriate to include more than three firms on the short list. The board chairman is responsible for notifying the contracting officer of the results of the initial evaluation.

#### **3.3 Debriefing**

After the initial evaluation, and again after final selection, the contracting officer notifies firms that have been excluded from further consideration and advises them of their right to either a pre-award or post-award briefing. Unsuccessful firms must request a debriefing within three days of notification or lose their right to receive one.<sup>11</sup> Each firm is entitled to only one debriefing per acquisition; i.e., one firm is not entitled to both a pre-award and a post-award debriefing. The information that must be included in a

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pre-award debriefing is summarized in the sample letter in Exhibit XII, Notification to Non Short-Listed Firms. The contracting officer may respond to a timely request for a pre-award debriefing by providing the required information in writing or in person. The contracting officer may defer the debriefing to after award and give a post-award debriefing if a pre-award debriefing is determined to be not in the government's best interest. ([EXH 12.DOT](#))

### 3.4 Short-list Evaluation

The short-listed firms are further evaluated through formal interviews, additional data submitted by the firms with their presentations, references, and other means as determined by the board. The purpose of this evaluation is to make a final recommendation, in order of preference, of the firms eligible for negotiation of a contract.

In preparation for the interviews, the chairperson, in consultation with the contracting officer and board members, sets an agenda for the interviews. Topics must be within the announced evaluation criteria and a set time limit should be given for each firm's presentation. Interviews are normally conducted at a single location such as the ES office, or at a central location such as the project site. Interviews may also be conducted at the offices of the firms, or by telephone. Telephone interviews should be limited to evaluations for small projects or when the board members are familiar with all of the short-listed firms. All firms must be interviewed in the same manner. Only those board members present for all the interviews may do the final ratings.

The board chairperson is responsible for contacting short-listed firms and scheduling the interviews. The board chairperson prepares letters to each short list firm to confirm the interview appointments, request any additional data or information, and forward the necessary project information (e.g., the approved POR or SOW) to enable the firms to discuss their technical approach to the work. See Exhibit XIII, Interview Confirmation to Short Listed Firms. ([EXH 13.DOT](#))

The board will consider the initial submittal and any additional submittal information received prior to the interview date if a firm declines to participate in the interview.

The board remains intact until the selection authority authorizes the contracting officer to begin negotiation, as the board may have to respond to queries by the selection official for additional information, clarification, revisions, etc.

### 3.5 Final Selection Report

Upon completion of the interviews, the board should study any other available information such as reference checks (see Exhibit XIV, Reference Check Worksheet), recent performance reports, and additional qualification data submitted by the A-E firms. The board scores and ranks the short-listed firms a second time, in the same manner as used for the initial evaluation, as a result of the interviews and new findings. In the event that the final ranking differs from the short-list ranking, it is crucial that the individual scoring sheets contain adequate written comments on the strengths and weaknesses resulting in the scores. Such documentation is often critical in defending against protests by unsuccessful firms. ([EXH 14.DOT](#))

The chairperson drafts a report to document the results of the evaluation and the considerations upon which the recommendations are based, including the names of the board members (but not their assigned reviewer numbers as used on the score sheets), the selection criteria utilized, a description of the discussions and evaluations conducted by the board, the rank order of the three or more firms determined to be most highly qualified to perform the requirement, and detailed information supporting the rankings and recommended selection. See Exhibit XV, Evaluation Board Report. ([EXH 15.DOT](#))

The contracting officer reviews the report, prior to its submission to the selection official, to ensure that it contains sufficient information on the selection process followed and convincing justification for the



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recommended selection.

The board chairperson is responsible for preparing a file to accompany the Chairperson's A-E Selection Report with the following:

- Responses of the selected firms to the CBD announcements,
- Minutes of all meetings,
- Board appointment memorandum
- Evaluation sheets from each board member with the scoring and ranking, and board members' reports relevant in the evaluations.
- Special submittals from the selected firms.
- CBD announcement.
- List of firms that responded to the CBD announcement and firms added from data files.
- Letters and other documents furnished by others about the short-listed firms.

The Contracting Officer then passes the A-E Selection Report and supporting file to the selection authority. See Exhibit XVI, Source Selection Memorandum. ([EXH 16.DOT](#))

### 3.6 Final Selection

The selection authority reviews the recommendations of the evaluation board and makes the final selection. The final selection must be a listing, in order of preference, of the A-E firms eligible for contract award. In accordance with FAR 36.602-4, the selection official may only consider the firms recommended in the Chairperson's A-E Selection Report, and must provide a written justification for selecting as most preferred a firm other than the one listed by the evaluation board as most highly qualified. The final selection approval is the authority for the contracting officer to initiate negotiations with the most preferred firm.

### 3.7 Short Selection Process

Either of two short selection procedures is permitted for contracts not exceeding the small purchase limitation:<sup>12</sup>

- The final evaluation board report may serve as the final selection list without further approval;
- The board chairman may review and rank firms without the board's participation and submit a recommendation to the source selection official. When approved, the chairman's recommendation becomes the final selection list.

### 3.8 Notification to Firms

Upon receipt of the final selection approval by the selection authority, the contracting officer must notify, in writing, the A-E firm finalists except the highest ranked selected firm, that they have not been selected to proceed to the negotiation phase. The same rules applicable to pre-award and post-award debriefing of firms eliminated in the initial evaluation apply to non selected short-list firms. See Exhibit XVII, Short-List Notification of Non Selection. ([EXH 17.DOT](#))

At the time of final selection, the identity of the selected firm may be disclosed.<sup>13</sup> If the acquisition is set aside for small businesses, it is required that all firms eliminated from consideration (including those eliminated in the initial evaluation) be notified of the identity of the apparent successful firm and be given

## **A/E Selection Guide**

an opportunity to challenge the firm's small business size status.<sup>14</sup> This can be accomplished by sending a notice similar to Exhibit XVII, Short-List Notification of Non Selection. ([EXH 17.DOT](#))

At the same time non-selection notifications are sent, the contracting officer notifies the most highly qualified firm of its selection and an approximate date to expect a request for price proposal. See Exhibit XVIII, Selection Notification. ([EXH 18.DOT](#))

## **A/E Selection Guide**

### **CHAPTER 4. NEGOTIATION AND AWARD**

#### **4.1 Negotiation Team**

The contracting officer has overall responsibility for negotiation of a fair and reasonable price and timely award of a contract. The contracting officer typically forms a team with an engineer or architect to draft the request for proposal, analyze the response, and negotiate a contract. Depending on the size and complexity of the requirement, the negotiation team may also include auditors, attorneys, or other specialists such as the Small Business Technical Advisor.

#### **4.2 Request for Proposal (RFP)**

The negotiation team drafts an RFP containing the general clauses and provisions required by law, any special provisions necessary to tailor the RFP to the requirement, and the current SOW. The RFP must completely state what is expected from the contractor but must also avoid being overly prescriptive. The RFP should allow the contractor to use modern design methods and provide a realistic ability to price the job within the 6 percent statutory fee limit.

The RFP must inform the contractor that no construction contract may be awarded to the firm that designs the project.<sup>15</sup>

The RFP should identify requirements for identification of key personnel and restrictions on subcontracting to ensure that the level of quality used in evaluation is available during performance.

The RFP will include a general description of the level of cost information or, if the estimated dollar value is high enough, certified cost or pricing data required to be submitted with the proposal.<sup>16</sup> Government policy is to ask for cost information only when essential to evaluate the reasonableness of the price and not to ask for more information than is necessary. The primary concern is for the price actually paid by the government and not with individual elements of price such as profit or indirect cost.<sup>17</sup> For small requirements it may be adequate to rely on an overall price comparison with an independent government estimate. In most A-E acquisitions for design, it is probably necessary to ask the contractor to identify the number of hours of proposed labor, broken down by design discipline and phase, and the burdened billing rate associated with each category of labor. Additional information can be requested during negotiation if necessary.

If the A-E contract is expected to exceed \$500,000, the appropriate Regional Audit Director, Office of the Inspector General, is advised of the pending potential requirement for audit assistance.<sup>18</sup>

If the A-E contract is expected to exceed \$500,000 and the selected firm is classified as other than a small business, the regional Small Business Administration (SBA) representative is advised of the pending receipt of a subcontracting plan requiring SBA review.<sup>19</sup>

If the A-E contract is expected to exceed \$1,000,000, the Regional Office of Federal Contract Compliance Programs is requested to provide pre-award clearance for the A-E firm to receive a contract.<sup>20</sup>

The RFP is forwarded to the selected firm with a cover letter outlining the general requirements for a response, including the portions of the RFP to be completed and returned, and a due date for response. The firm is also told who to contact with questions. During proposal preparation, the contracting and technical staffs remain available to answer questions and assist the firm in understanding the RFP requirements. See Exhibit XIX, Request for Proposal. ([EXH 19.DOT](#))

#### **4.3 Government Cost Estimate**

The ES or Area technical staff assigned to the acquisition are responsible for furnishing a detailed, independent cost estimate to the contracting officer prior to initiating negotiations for any proposed

## A/E Selection Guide

contract over \$100,000.<sup>21</sup> The estimate must be prepared to the same level of detail that the Government requires of the firm in preparing their financial and cost data for their proposal. Although not always possible, it is expedient to have the A-E's estimate and Government's estimate presented in the same "spreadsheet" format to facilitate comparison. For acquisitions under \$100,000, less detailed estimates should be prepared to help analyze the cost realism of the price proposal.

### 4.4 Proposal Analysis

The contracting officer receives the proposal and verifies if the contractor has responded completely to the RFP. This includes verifying that any required certifications are completed and that any requested supporting information, such as cost information or subcontract plans, has been furnished. The contracting officer will obtain any missing information and if applicable, arrange for audit and forward the subcontracting plan to SBA for review.

The negotiation team reviews the proposal in detail and establishes a pre-negotiation position. Proposed changes to the SOW are evaluated for merit and, if acceptable, are analyzed for their impact on estimated cost. The government estimate is revised as necessary and compared to the contractor's proposal to identify areas that need to be resolved in negotiation. If no government estimate is available, the cost information obtained from the contractor should be evaluated against the SOW and a judgment made as to whether the estimated cost reasonably reflects the effort required by the proposed work scope.

In A-E acquisitions for design, the contractor's proposed estimated construction contract cost (the figure to be inserted in the clause at FAR 52.236-22, Design Within Funding Limitations) must be carefully considered. This estimate sets the upward limit for part of the design fee (see the definition for "fee limit"). Also, a significant variance from the government's estimate may indicate a misunderstanding of the scope of work.

The proposed schedule should be analyzed to verify that it is consistent with the overall project schedule.

The pre-negotiation position should document that the negotiation team understands the proposal and the SOW and has identified areas for discussion that will provide a reasonable opportunity to reach agreement on a fair and reasonable price.

### 4.5 Negotiation

The contracting officer establishes a date for initiating negotiations with the A-E firm. If discussion of the issues identified in the pre-negotiation analysis results in a mutually agreeable SOW and a fair and reasonable price, the negotiation team documents the agreement in a price negotiation memorandum that should include:<sup>22</sup>

- The purpose of the negotiation.
- Description of the acquisition (project title, location, solicitation number).
- Names of negotiating team members for the government and the contractor.
- Whether or not certified cost or pricing data was required and, if required, the extent to which the data was considered in the negotiation and affected the results. This information is important in sustaining any subsequent adjustment based on defective cost or pricing data.
- A summary comparison of the contractor's proposal, the pre-negotiation objective, and the negotiated position.
- Principal issues discussed and an explanation of any adjustments made to the pre-negotiation position. If an audit was obtained, a description of how each audit finding was resolved.

## **A/E Selection Guide**

- Changes to scope of work and agreements reached. The final scope of work must be modified as necessary to reflect clearly all agreed changes. In legal situations, the courts and boards will enforce the contract as written. The parties' price negotiation memoranda and notes will be used to infer the intent of the contract only if the contract wording is ambiguous.
- The basis for the profit or fee negotiated.
- Documentation of fair and reasonable pricing.
- A calculation demonstrating that the portion of the fee subject to the fee limit on A-E acquisition is less than 6 percent of the estimated construction contract cost.

See Exhibit XX, Negotiation Memorandum for a sample outline. ([EXH 20.DOT](#))

### **4.6 Contract Award**

The contracting officer drafts the final contract, prepares the contract file and obtains pre-award approval from the Director, Division of Contracts and Grants Policy, IHS, for acquisitions over \$100,000.<sup>23</sup> The draft contract is then sent to the contractor for signature after which the contracting officer executes the contract to complete the award.

After the contract has been awarded, firms that were included on the final selection list are notified of the contract award by the contracting officer.<sup>24</sup> The notice includes the number of offerors, the name and address of the firm that received the award, and the price. See Exhibit XXI, Notification of Award. ([EXH 21.DOT](#))

A post-award debriefing will be sent in writing to firms which requested a debriefing except if the firm was already furnished a pre-award debriefing. The debriefings should be sent within 5 days after contract award. See Exhibit XXII, Debriefing Response. ([EXH 22.DOT](#))



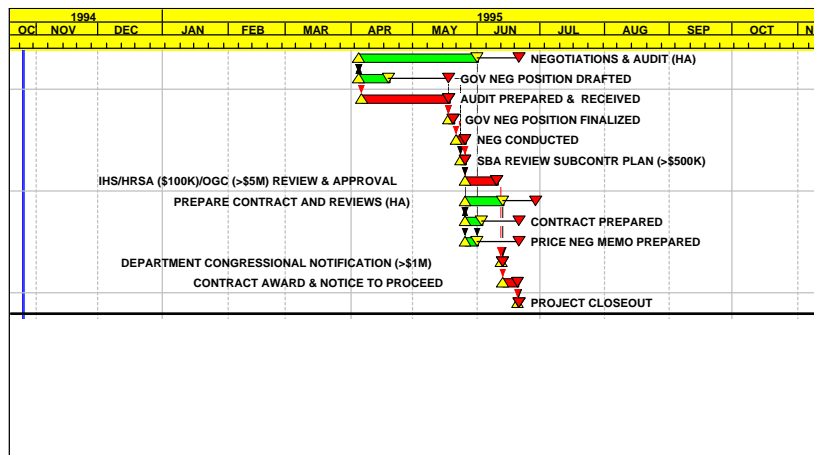
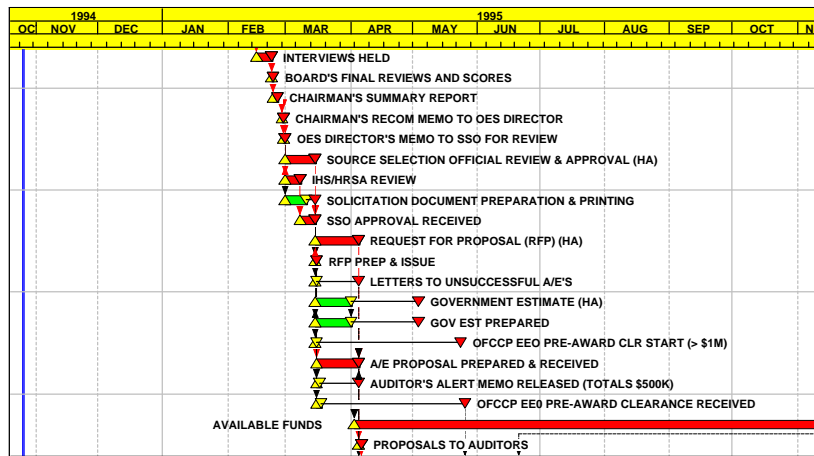
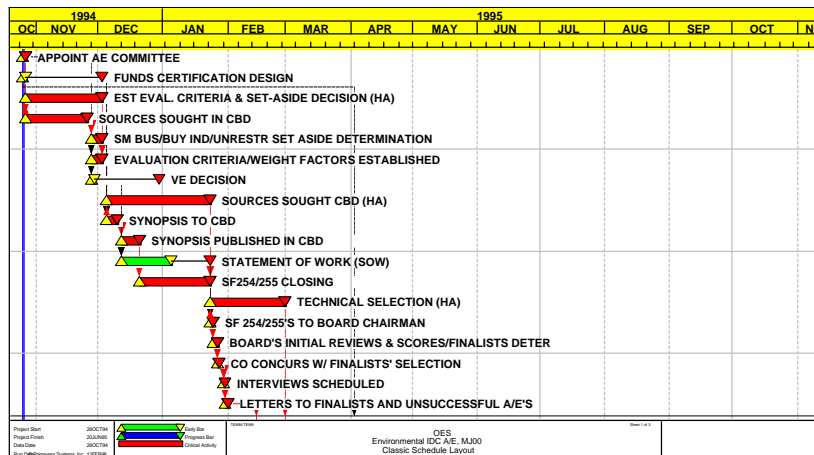
## **A/E Selection Guide Exhibits**

I	A-E Acquisition Schedule
II	Selection Board Appointment
III	CBD Synopsis
IV	CBD Numbered Notes
V	Justification for Restriction
VI	Evaluation Criteria and Weight Factors
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VIII	Individual Evaluation Summary
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XI	Transmittal of Qualification Statements to Board
XII	Notification to Non Short-Listed Firms
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XVIII	Selection Notification
XIX	Request for Proposal
XX	Negotiation Memorandum
XXI	Notification of Award
XXII	Debriefing Response





# A/E Selection Guide Exhibit I – AE Acquisition Schedule





## A/E Selection Guide Exhibit II – Selection Board Appointment

# Memorandum

**DATE:**

**FROM:** [Title of Appointing Authority; e.g., Director, ESS]

**TO:** Distribution List

**SUBJECT:** A-E SELECTION BOARD APPOINTMENT

This office has a requirement for A-E services for *(describe requirement)*. This memorandum designates the members of the A-E Selection Board who shall define the scope of services, establish the selection criteria, determine the area of consideration, discuss and provide recommendations to the Contracting Officer on such issues as Buy-Indian set-aside, evaluate all SF 254's and 255's and select no fewer than three firms for further interviews. Upon conclusion of the interviews, the Board shall prepare a selection report recommending, in order of preference, at least three firms that are considered to be the most highly qualified to perform the required services.

The following are appointed to the Selection Board:

1. [Name, discipline], chairperson
2. [Name, discipline], member
3. [Name, discipline], member
4. [Name, discipline], member
5. [Name, discipline], member

Should the [tribal organization benefiting from the project] or other appropriate group wish to have a member on the Board, the name of that individual should be submitted through the Division of Health Facilities.

The selection is to be made in accordance with established HHS departmental guidelines. The selection must proceed expeditiously so that the design contract is in place by [scheduled date for design contract award].

/s/Appointing Official

Distribution List:  
Board members  
Contracting Officer  
Tribal Officials



## **A/E Selection Guide Exhibit III – Sample CBD Work Description**

Architectural/Engineering services for the design and construction administration of staff housing and related facilities in support of the Public Health Service native hospital in Kotzebue, Alaska. The estimated cost of construction for the project is over \$10,000,000. The design phase services are expected to proceed approximately five (5) months after the date of this synopsis and are to be completed within six (6) months after contract award. Optional construction administration services are to be completed approximately sixteen (16) months after design services are completed. DHHS will provide focused conceptual design guidance. Architectural/Engineering services shall include site verification of existing conditions, schematics, design development, construction documents, with optional construction administration. The prime contractor must be an architectural/engineering firm. The design of electrical, mechanical, structural, fire protection engineering, and architectural services shall be accomplished or reviewed and approved by engineers and architects registered to practice in the particular professional field involved in a state or possession of the United States, Puerto Rico, or in the District of Columbia. The civil, geotechnical, mechanical, and structural engineers and the architect must be or become registered in Alaska prior to performing any work under the contract. The project is to provide 50 housing/apartment type units in accordance with government design concepts on two government owned sites in Kotzebue. The project is located in the Arctic, requiring special expertise related to permafrost foundations, building envelope design, snow drifting/wind issues and other cold region considerations as appropriate.--Evaluation factors for this contractor selection are listed below in descending order of priority except that evaluation factors (1) and (2) are of equal value, evaluation factors (3) and (4) are of lesser equal value, and evaluation factors (5) and (6) are of lesser equal value: (1) Professional qualifications of design team necessary for the required services. (2) Demonstrated expertise and experience in applicable aspects of Arctic Engineering. (3) Successful design experience in remote housing (and other facilities) and Alaskan bush construction projects. (4) Demonstrated expertise and experience in modular design. (5) Past performance on comparable projects, in terms of cost control, quality control, compliance with performance schedules, and administration; for both design and construction phases. (6) Geographical proximity of design firm and consultant(s) principal office(s) to the project locations. (7) Description of anticipated management plan and team organization for this project, including degree of principal participation, production coordination, division of work, scheduling, quality assurance, cost control, and prior experience of the design team as a unit. (8) Extent of actual Native American professional and paraprofessional participation on the project. (9) Experience with owner management teams comprised of representatives from Federal, State, local, and Tribal governments.--The contractor who performs the A/E design for this project shall not be eligible for award of any subsequent construction contract for this project.--All submittals must be in duplicate. Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this announcement are not desired.--All responsible sources may submit a SF-254 and a SF-255 which shall be considered by the agency. Pertinent statements relative to the evaluation factors shall be included in Part 10 of SF 255. In addition, in Part 10, provide descriptions of no more than two projects listed in Part 8 of SF 255 demonstrating the experience and expertise required in the evaluation factors.--NOTE: The proposed contract listed here is 100% set-aside for small business concerns under the Small Business Competitiveness Demonstration Program. As a small business set-aside in the performance of this contract, at least 50% of the cost of contract performance incurred for personnel must be expended for employees of the prime contractor. The Standard Industrial Classification (SIC) Codes applicable to this procurement are 8712 and 8711, Architectural Services (other than Naval) and Other Engineering Services. For these SIC Codes, the size standard is \$2.5 million. See Numbered Notes 1 and 24. Submittals must be received by 3:00 P.M., local time, \_\_\_\_\_, 1992. Submittals to be sent to HHS/PHS/Office of Engineering Services, Region X, 2201 Sixth Ave., Rm. 710, MS RX-24, Seattle, WA 98121. Control Number is 102-AE-9Y-XXXX.\*\*\*\*\*



## **A/E Selection Guide Exhibit IV – CBD Numbered Notes**

24. Architect-Engineer firms which meet the requirements described in this announcement are invited to submit: (1) a Standard Form 254, Architect-Engineer and Related Services Questionnaire, (2) a Standard Form 255, Architect-Engineer and Related Services Questionnaire for Specific Project, when requested, and (3) any requested supplemental data to the procurement office shown. Firms having a current Standard Form 254 on file with the procurement office shown are not required to register this form. Firms desiring to register for consideration for future projects administered by the procurement office (subject to specific requirements for individual projects) are encouraged to submit annually, a statement of qualifications and performance data, utilizing Standard Form 254, Architect-Engineer and Related Services Questionnaire. Firms responding to this announcement before the closing date will be considered for selection, subject to any limitations indicated with respect to size and geographic location of firm, specialized technical expertise or other requirements listed. Following an initial evaluation of the qualification and performance data submitted, three or more firms that are considered to be the most highly qualified to provide the type of services required, will be chosen for negotiation. Selection of firms for negotiation shall be made through an order of preference based on demonstrated competence and qualifications necessary for the satisfactory performance of the type of professional services required, that include: (1) professional capabilities; (2) specialized experience and technical competence, as required; (3) capacity to accomplish the work in the required time; (4) past performance on contracts with respect to cost control, quality of work, and compliance with performance schedules; (5) geographical location and knowledge of the locality of the project, provided that application of the criterion leaves an appropriate number of qualified firms, given the nature and size of the project; (6) any other special qualification required under this announcement by the contracting activity. In addition to the above qualifications, special qualifications in the Department of Defense include the volume of work previously awarded to the firm by the Department of Defense, with the object of effecting an equitable distribution of Department of Defense architect engineer contracts among qualified architect-engineer firms including small and small disadvantaged business firms, and firms that have not had prior Department of Defense contracts.

25. Information submitted should be pertinent and specific in the technical area under consideration, on each of the following qualifications: (1) Experience: An outline of previous projects, specific work previously performed or being performed and any in-house research and development effort; (2) Personnel: Name, professional qualifications and specific experience of scientist, engineers and technical personnel who may be assigned as a principal investigator and/or project officer; (3) Facilities: Availability and description of special facilities required to perform in the technical areas under consideration. A statement regarding industry security clearance. Any other specific and pertinent information as pertains to this particular area of procurement that would enhance our consideration and evaluation of the information submitted.





## A/E Selection Guide Exhibit V – Justification for Restriction (Sample)

# Memorandum

**DATE:**

**FROM:** Chairperson, A-E Selection Board

**TO:** Contracting Officer, Engineering Services, Seattle

**SUBJECT:** Justification for Alaska Professional Registration

We plan to issue the CBD synopsis for publication on [approximate publication date] for the design and optional construction administration services contract for the [project name, location, project number]. The project construction is estimated at [estimated construction cost] and is to be done in [estimated construction time]. The estimated design fee, with related travel and incidental cost, is [estimated design cost]. It is expected to take about [estimated design time].

Because the work requirement is predominately mechanical, and to ensure effective and timely communications continuity between ESS and the contractor, the A-E Selection Panel recommends that the prime contractor be a mechanical engineering firm with the engineer and the architect professionally registered in Alaska.

JUSTIFICATION: The problems to be resolved, such as outside installation of chiller condensers above permafrost ground, are uniquely related to the Alaskan climate, geology, and the remoteness of this health care center and require a firm with specific expertise.

I certify that this justification is accurate and complete to the best of my knowledge.

Recommended \_\_\_\_\_  
Board Chairperson

Approved \_\_\_\_\_  
Contracting Officer



## **A/E Selection Guide Exhibit VI – Evaluation Criteria and Weight Factors**

- (1) Professional qualifications necessary for satisfactory performance of required services. (WEIGHT NUMBER)
- (2) Specialized experience and technical competence in all applicable aspects of standard model designs and custom designs for housing quarters and public spaces, including experience by all disciplines in design, construction methods, systems maintainability and reliability, in cold, rural, and remote regions. (WEIGHT NUMBER)
- (3) Demonstrated expertise and experience in working as a team with listed consultant(s) and/or subcontractor(s) and ability to effectively manage multiple-firm teams. (WEIGHT NUMBER)
- (4) Knowledge of and experience by the prime contractor and consultant(s)/subcontractor(s) in the following states and location in the general geographic proximity to sites in [location name]. (WEIGHT NUMBER)
- (5) Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules. (WEIGHT NUMBER)
- (6) Capacity to respond and accomplish the work in the required time. (WEIGHT NUMBER)
- (7) Extent of active Indian professional and paraprofessional participation. (WEIGHT NUMBER)



## A/E Selection Guide Exhibit VII – Individual Score Form

Solicitation No.	PROJECT NO.	project title	Date	Reviewer No. 1
<input type="checkbox"/> Initial Ranking <input type="checkbox"/> Final Ranking	<i>a-e Firm</i> <b>A</b>		<i>total rating score (sum of individual rating scores)</i> <b>410</b>	
<i>evaluation criteria</i>			<i>weight</i>	<i>x rating factor = rating score</i>
<b>1. Professional qualifications necessary for satisfactory performance of required services.</b> <i>Strong points:</i> <hr/> <i>Weak points:</i> <hr/>			10	90
<b>2. Specialized experience and technical competence in all applicable aspects of standard model designs and custom designs for housing quarters and public spaces, including experience by all disciplines in design, construction methods, systems maintainability and reliability, in cold, rural, and remote regions.</b> <i>Strong points:</i> <hr/> <i>Weak points:</i> <hr/>			10	90
<b>3. Demonstrated expertise and experience in working as a team with listed consultant(s) and/or subcontractor(s) and ability to effectively manage multiple-firm teams.</b> <i>Strong points:</i> <hr/> <i>Weak points:</i> <hr/>			8	80
<b>4. Knowledge of and experience by the prime contractor and consultant(s)/subcontractor(s) in the following [ ] states and location in the general geographic proximity to sites in [location name].</b> <i>Strong points:</i> <hr/> <i>Weak points:</i> <hr/>			6	60
<b>5. Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.</b> <i>Strong points:</i> <hr/> <i>Weak points:</i> <hr/>			5	45
<b>6. Capacity to respond and accomplish the work in the required time.</b> <i>Strong points:</i> <hr/> <i>Weak points:</i> <hr/>			3	27
<b>7. Extent of active Indian professional and paraprofessional participation.</b> <i>Strong points:</i> <hr/> <i>Weak points:</i> <hr/>			2	18



## A/E Selection Guide Exhibit VIII – Individual Evaluation Summary

<i>Solicitation No.</i>	<b>PROJECT NO.</b>	<i>project title</i>	<i>Date</i>	<i>Reviewer No.</i> 1
<input type="checkbox"/> Initial Individual Evaluation Summary <input type="checkbox"/> Final Individual Evaluation Summary				
<i>a-e Firm</i>		<i>total rating score</i>	<i>rank</i>	
A		410	1	
B		346	2	
C		325	3	
D		300	4	
E		271	5	
F		258	6	





## A/E Selection Guide Exhibit IX – Selection Evaluation Summary

<i>Solicitation No.</i>	<b>PROJECT NO.</b>	<i>project title</i>					<i>Date</i>	
<input type="checkbox"/> Initial Selection Evaluation Summary <input type="checkbox"/> Final Selection Evaluation Summary								
<i>individual board member ranking of firms</i>								
	<i>Board Member no.</i>						<i>total</i>	<i>placement</i>
<i>a-e firm</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>points *</i>	
Firm A	1st	2nd	1st	3rd			22	1
Firm B	2nd	3rd	3rd	2nd			16	3
Firm C	3rd	1st	2nd	1st			22	1
Firm D	4th	4th	5th	5th			6	4
Firm E	5th	5th	4th	6th			4	5
Firm F	6th	6th	6th	4th			2	6

\* Point System: 1st = 7 points; 2nd = 5 points; 3rd = 3 points; 4th = 2 points; 5th = 1 point; sixth = 0 points

TIE BREAKER BASED ON RAW SCORES								
	Board Member no.						TOTAL SCORE	pLACEMENT
a-e firm	1	2	3	4	5	6		
Firm A	410	370	400	350			1530	2
Firm C	350	400	380	420			1550	1



## A/E Selection Guide Exhibit X – Contracting Officer Briefing Memorandum

# Memorandum

**DATE:**

**FROM:** Contracting Officer, Engineering Services Seattle

**TO:** Selection Board Chairperson

**SUBJECT:** [solicitation number], [project title] -  
Evaluation of Qualification Statements

You will be provided the SF 254/255 submittals and a list of firms responding to the subject project's CBD synopsis by the deadline specified in the CBD synopsis. You and the selection board members must remember (1) the need to preserve the integrity of the source selection process and (2) the requirement for an A-E Selection report.

### Responsibilities

- 1) Selection board members may not have any conflict of interest in an application or proposal for which he/she provides an evaluation. All circumstances that might introduce into the review process any conflict of interest, or any prejudices, biases, or predispositions, on the part of the reviewer must be avoided. Each reviewer should immediately notify the Contracting Officer upon realizing at any time during the review process that he/she has a conflict of interest with respect to any of the A-E firms being evaluated. The attached copies of the HHS Standards of Conduct (45 CFR Part 73) and 18 USC 208 should be provided to each board member prior to the start of the review process.
- 2) Personnel participating in the evaluation process must not discuss or reveal information concerning the evaluations except to an individual participating in the same evaluation proceedings, and then only to the extent that the information is required in connection with the proceedings. Divulging information during the evaluation, selection, and negotiation phases of the acquisition to offerors or to personnel not having a need to know could jeopardize the resultant award. Therefore, personnel participating in the evaluations must observe these restrictions and understand that unauthorized disclosure of information, no matter how innocent, could compromise the acquisition process and is prohibited.

### Rating and ranking proposals

The evaluators will individually read each proposal, indicate tentative strengths and weaknesses in the remarks section, and develop preliminary scores in relation to each evaluation criterion set forth in the CBD synopsis using the rating sheets provided by the board chairman. Remarks are mandatory for any score of (a) 3 or less, or (b) 8 or more. After this has been accomplished, the evaluators may discuss in detail the individual strengths and weaknesses described by each evaluator and, if possible, arrive at a common understanding of the major strengths and weaknesses. Each evaluator will then finalize their score for each proposal. The evaluators should also identify any proposal deemed unqualified. Then the board chairman will rank the proposals on the summary score sheet. Ranking will be determined by the methods indicated on the summary score sheets. Predetermined cutoff scores shall not be employed for determining either unqualified firms or firms to be short-listed.

### A/E Selection Report

The A/E Selection report shall be prepared using the scores and remarks from the individual rating sheets, and furnished to the [selection authority] by the chairperson and maintained as a permanent record in the contract file. The report must include the ranking of the proposals, a narrative evaluation specifying the strengths and weaknesses of each proposal, a copy of each individual rating sheet, and any reservations, qualifications, or areas to be addressed that might bear upon the selection for negotiation and award.

## **A/E Selection Guide Exhibit X – Contracting Officer Briefing Memorandum**

Concrete technical reasons supporting any determination of unqualified with regard to a proposal must also be included. A narrative A/E Selection report is necessary [both after the initial rating and after the interviews][only after the interviews].

Until the award is made, information concerning the acquisition must not be disclosed to any person not directly involved in the evaluation process without the Contracting Officer's approval.

Please provide each board member with a copy of this memo.

/s/Contracting Officer

Distribution List:

Board members

Contracting Officer

Tribal Officials

## A/E Selection Guide Exhibit XI – Transmittal of Responses to Board

# Memorandum

**DATE:**

**FROM:** Contracting Officer, Engineering Services Seattle

**TO:** Selection Board Chairperson

**SUBJECT:** [solicitation number], [project title] -  
Transmittal of SF 254/255 Responses

Attached are:

1. The SF 254/255 submittals and a list of firms that responded to the CBD synopsis by the specified deadline.
2. The ESS SF-254, Architect-Engineer and Related Services Questionnaire, Architect-Engineer qualifications data file, and
3. The ESS Performance Evaluation (Architect-Engineer) file.

Please keep in mind that you and the selection board members need to preserve the integrity of the source selection process and until the award is made, information concerning the acquisition must not be disclosed to any person not directly involved in the evaluation process without the Contracting Officer's approval.

/s/Contracting Officer



## A/E Selection Guide Exhibit XII – Notification to Non Short-Listed Firms

# Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

**SUBJECT:** [solicitation number], [project title] - Notification of Non-Selection

[greeting]

Our Architectural and Engineering (A-E) Selection Board has completed its initial evaluations of the firms considered for performing the A/E Services for the subject project. The Board's evaluations were conducted in accordance with the selection criteria published in our Commerce Business Daily (CBD) notice for this project. The Board has made its recommendation as to the firms it considered the most highly qualified. Your firm was not among those selected. A revision of your proposal will not be considered.

The release of information on firm selection, notifications to unsuccessful offerors, and debriefing of successful and unsuccessful offerors are covered by Federal Acquisition Regulation (FAR) Subparts 36.6 and 15.10. To receive a debriefing, you must submit a request within three days of this notice. If you do not make a timely request for a debriefing, you will not be entitled to receive one.

You must specify whether you want a pre-award or a post-award debriefing. If you receive a pre-award debriefing, you are not entitled to a post-award briefing. If you request a pre-award briefing and the response is delayed until after final selection, you will be entitled to a post-award debriefing. Debriefings will be in writing. Pre-award debriefings will include significant weaknesses or deficiencies noted in review of your qualification statement, a summary of the rationale for excluding your firm from further consideration, and responses to relevant questions about the procedure used for evaluation. Pre-award debriefings will not disclose the number, identity, ranking, or evaluation of other firms. The basic information we provide is the exact weight of each evaluation factor, your general score on those factors (average, good, etc.), and recap comments for any factors on which you received low scores.

Post-award debriefings will identify the number of firms considered, the name of each firm receiving an award, and the contract price in addition to the information provided in a pre-award debriefing.

We appreciate your interest in our project and the time and effort spent in preparing your submission.

/s/Contracting Officer





## A/E Selection Guide Exhibit XIII – Confirmation of Interview Appointment

### Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

Subject: [solicitation number], [project title]  
CONFIRMATION OF INTERVIEW APPOINTMENT

[greeting]

This will confirm that your firm, along with other highly qualified firms, was recommended by the Architectural and Engineering (A/E) Selection Board for consideration for performing the design and construction services for the subject project.

A personal interview with the A/E Selection Board has been scheduled on [date], at [time] at the following location:

Blanchard Plaza Building, Room 205  
2201 Sixth Avenue  
Seattle, Washington

The A/E Selection Board consists of one electrical engineer, one mechanical engineer, one architect, two civil engineers, and one representative from the [tribal organization, if applicable].

The total allotted time for the interview is one hour. This includes A/E presentation set-up time, introductions of the A/E Selection Board and firm members, A/E presentation of credentials related to the evaluation criteria, and if desired, presentation of photographs, view graphs, slides, etc., of recent work, (note: A screen and overhead projector [will][will not] be available, but other equipment necessary for this purpose is to be provided by the A/E; the conference room can accommodate up to 20 persons), fifteen minute allocation for the Board's questions, and presentation wrap-up time.

In addition to the general topics, the A/E Selection Board seeks further information on the following:

Willingness to use specifications and details developed by the Government for the [project title] Project.

Identify specific persons and firms proposed for each portion of the design work.

Past performance on quality, schedules, and cost control. Furnish references and explain your firm's internal control systems.

Ability to produce construction documents using full metric requirements and computer-assisted design.

One of the primary purposes of the interview is to provide you an opportunity to reinforce or expand upon the factors, as identified in the selection criteria, that demonstrate that your firm is the most highly qualified firm to perform this design effort. Therefore, to assist you in your interview, we have also enclosed:

A copy of the evaluation factors as published in the Commerce Business Daily  
The A/E Selection Board looks forward to meeting with you. If you have any questions concerning the interview, please contact the Contract Specialist, [name], at [phone] or the Selection Board Chairman, [name], at [phone].

Sincerely,

[name]  
Contract Officer

Enclosures



## A/E Selection Guide Exhibit XIV – Reference Check Worksheet

<i>Solicitation No.</i>	<b>PROJECT NO.</b>	<i>project title</i>	<i>Date</i>
<i>reference check of (firm)</i>			
<i>person contacted</i>	<i>firm</i>	<i>phone number</i>	
<i>type of work performed</i>			
<i>quality of work</i>			
<b><i>Responsiveness to Client Needs</i></b>			
<b><i>Timely Performance</i></b>			
<b><i>within budget?</i></b>			
<i>other</i>			
<i>reference check done by</i>			
_____		_____	
<i>name</i>		<i>date</i>	



## A/E Selection Guide Exhibit XV – Evaluation Board Report

# Memorandum

**DATE:**

**FROM:** Selection Board Chairperson

**TO:** Contracting Officer, Engineering Services Seattle

**SUBJECT:** [solicitation number], [project title] -  
Evaluation Board Report

The Architect/Engineering Selection Board was created on [date] by [name][title] with appointment of the following members:

[ENGINEER 1 NAME, P.E., Chairperson, Mechanical Engineer, OES]

[ARCHITECT 1 NAME, R.A., Architect, OES]

[ENGINEER 2 NAME P.E., Electrical Engineer, OES]

[ENGINEER 3 NAME, P.E., Civil Engineer, LOCATION Area IHS]

[ENGINEER 4 NAME, P.E., Civil Engineer, LOCATION Area IHS]

[ENGINEER 5 NAME,P.E., General Engineer, LOCATION Area IHS]

In the initial month of the Board's existence, the Chairperson conducted a teleconference meeting on [date] from [location] with all the above members. [contract specialist name], Contract Specialist for this contract, was also present. During this meeting, the synopsis was drafted and the ranking and weight factors were established. It was determined that the contract was to be Indian set-aside based on the recent response to the [project title] design contract. A tentative schedule for future meetings was revised.

The rating criteria for this type of contract are outlined in the Federal Acquisition Regulations, Sub-part 36.6, Architect/Engineer Services, 36.602-1, Selection Criteria. Rating criteria language was based on these guidelines with modifications deemed appropriate for this specific contract. The rating criteria and established related weights were then submitted for approval by the Contracting Officer.

The synopsis was published in the Commerce Business Daily on [date].

[number of proposals] submittals were received by the [date] deadline. All were determined to qualify as 100% Indian-owned firms.

The Selection Board convened on [date] at [location] with all members to review and initially rank the submittals. See the attached, initial scoring summary sheet. The rating indicated the three top firms: [FIRM A, XX points; FIRM B, XX points; FIRM C, XX points] with a definite break from the remaining firms. The fourth firm had [XX] points. Thus, three firms were short-listed. The Contracting Officer gave approval for verbal notification to the successful firms. This was done on [date], with written notification to the short-listed firms on [date]. Interviews were scheduled for [date] at [location].

On [date], the three short-listed firms were interviewed at [location]. All board members were present. The result of the interviews was a unanimous ranking of [FIRM A] first with [XX] points; [FIRM B], second with [XX] points; and [FIRM C] third with [XX] points. The ranking order had not changed from the preliminary evaluation rankings.

Attached is a summary of factors that were instrumental in determining the Board's ratings.

The Board recommends that negotiations be initiated with [FIRM A].

/s/[Board Chairperson]

Attachments

## A/E Selection Guide Exhibit XV – Evaluation Board Report

### [FIRM A NAME]

#### Strengths:

Professionally highly qualified, multi-discipline firm including value engineering, indoor air quality, energy monitoring and control (EMCS) systems, total quality management (TQM) experience. One project manager for each IHS area as single point of contact including negotiations.

Well-developed experience in health care facilities in LOCATION area's cold, remote, and rural locations.

Excellent knowledge of area and located within it LOCATION.

Very strong past performance with BIA, VA, HUD, IHS, OES with references and repeat customers to support quality, on budget and on schedule. Uses Redicheck with TQM approach.

Very strong record of teamwork with all consultants.

Indian participation strong: registered DISCIPLINE principal, engineering technician, with established summer internship for Indian students.

Ample capacity to handle workload with temporary backup by consultant if necessary.

#### Weaknesses:

May not have capacity to handle all XX IHS areas simultaneously.

Contractor estimates have been somewhat less than bid results in the area.

### [FIRM B NAME]

#### Strengths:

Very well qualified professionals, multi-disciplined firm on AutoCad, metric experience.

Broad background in health care facilities.

Some experience and knowledge of area.

Repeat customers with letters of recommendation to attest quality, on time, on budget. Estimates within 5-10% of low bidder.

Approximately 90% in-house, with strong record of teamwork with consultants.

Indian participation: registered DISCIPLINE principal, XX technicians.

Full in-house capacity to handle workload with temporary consultant backup.

#### Weaknesses:

Located outside area LOCATION, not quickly accessible to sites.

Limited experience in area.

No letters of recommendation for consultants.

Estimates consistently over estimated relative to bids.

### [FIRM C NAME]

#### Strengths:

In-house professionals: two registered architects, one mechanical engineer, one electrical engineer.

Strong medical consultants.

Some knowledge and experience of area.

## **A/E Selection Guide Exhibit XV – Evaluation Board Report**

Indian participation: two registered DISCIPLINE, two employees.

Capacity to handle workload with consultant backup.

### **Weaknesses:**

Located outside area LOCATION.

Experience limited to LOCATION.

In-house team has very little medical experience.

Key electrical engineer not registered.

No previous experience with medical consultants.





## A/E Selection Guide Exhibit XVI – Source Selection Memorandum

# Memorandum

**DATE:**

**FROM:** Contracting Officer, Engineering Services Seattle

**TO:** [Source Selection Official]

**SUBJECT:** [solicitation number], [project title] - Selection of Most Highly Qualified Firms

Attached for your review are:

Commerce Business Daily advertisement dated [date].

SF-254's and SF-255's for each firm interviewed by the board.

Initial individual score sheets dated [date], and summary score sheet dated [date].

Final individual score sheets and summary score sheet dated [date].

AE Selection Board Chairperson's Report with recommendation dated [date].

The Board has recommended selection of the following firms, in order of preference:

1. [Firm A]
2. [Firm B]
3. [Firm C]

As Source Selection Official, you are responsible for the final selection of firms eligible for award. You may consider only the firms recommended in the Chairperson's A-E Selection Report and must provide a written justification for selecting as most preferred a firm other than the one listed by the evaluation board as most highly qualified.

/s/Contracting Officer

**0** Approved as recommended

**0** Approved as revised:

1. [Firm B]
2. [Firm A]
3. [Firm C]

Justification:

/s/Source Selection Official



## A/E Selection Guide Exhibit XVII – Short-List Notification of Non-Selection

# Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

**SUBJECT:** [solicitation number], [project title] - Notification of Non-Selection

[greeting]

Final selection of the A/E firms the Department of Health and Human Services considered the most highly qualified to perform the A/E services for the subject project in accordance with the selection criteria published in the Commerce Business Daily (CBD) has been made. The Department of Health and Human Services will commence negotiations with the firm selected as most preferred. That firm is:

[company name]

[address]

This is the only information that is releasable on firm selection. The names of other firms that were considered will not be released.

The release of information on firm selection, notifications to unsuccessful offerors, and debriefing of successful and unsuccessful offerors are covered by Federal Acquisition Regulation (FAR) Subparts 36.6 and 15.10. To receive a debriefing, you must submit a request within three days of this notice. If you do not make a timely request for a debriefing, you will not be entitled to receive one.

You must specify whether you want a pre-award or a post-award debriefing. If you receive a pre-award debriefing, you are not entitled to a post-award briefing. If you request a pre-award briefing and the response is delayed until after final selection, you will be entitled to a post-award debriefing. Debriefings will be in writing. Pre-award debriefings will include significant weaknesses or deficiencies noted in review of your qualification statement, a summary of the rationale for excluding your firm from further consideration, and responses to relevant questions about the procedure used for evaluation. Pre-award debriefings will not disclose the number, identity, ranking, or evaluation of other firms. The basic information we provide is the exact weight of each evaluation factor, your general score on those factors (average, good, etc.), and recap comments for any factors on which you received low scores.

Post-award debriefings will identify the number of firms considered, the name of each firm receiving an award, and the contract price in addition to the information provided in a pre-award debriefing. This information is included in the letter sent to notify you of the award, whether or not you request a debriefing.

We appreciate your interest in our project and the time and effort spent in preparing your submission.

/s/Contracting Officer



## A/E Selection Guide Exhibit XVIII –Notification of Selection

# Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

**SUBJECT:** [solicitation number], [project title] - Selection Notification

[greeting]

The final selection list of the Architect and Engineering (A/E) firms the Department of Health and Human Services (DHHS) considered the most highly qualified to perform the A/E services for subject solicitation has been made. Your firm has been selected as the most preferred firm on that final selection list.

The DHHS, Indian Health Service (IHS), anticipates award of a contract to you subject to the successful negotiation of a reasonable fee. A Request for Proposal (RFP) will be issued to you within the next ten (10) days.

If you have any questions, please contact me at (206) , or the Project Officer, , at .

/s/Contracting Officer



## A/E Selection Guide Exhibit XIX – Request for Proposal

# Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

**SUBJECT:** [solicitation number], [project title] - Selection Notification/Request for Proposal

[greeting]

Final selection of the A/E firms the Department of Health and Human Services (DHHS) considered the most highly qualified to perform the A/E services for the subject project in accordance with the selection criteria published in the Commerce Business Daily has been made. Your firm was selected as most preferred.

DHHS, Indian Health Service (IHS), anticipates award of a contract to you subject to the successful negotiation of a reasonable fee. The enclosed Request for Proposal includes:

Instructions, Conditions, and Notices to Offeror (Section L);

Representation, Certifications, and other Statements of Offeror (Section K):

SF 1411 (use if proposal is over \$500,000), FEC Form 4-14 and 4-15 (price proposal form) (Section J-FORMS); and

Draft Contract (SF-252, Contract Clauses, Special Contract Requirements, and Attachments A through [ ]).

Please refer to Section L, Paragraph One for a description of the items to be included with your proposal. Your proposal, in original and three copies, is due at DHHS/IHS, [office], by [date], at [time].

If you have any questions, please contact me at [phone], or contact the Project Officer, [name] at [phone].

/s/Contracting Officer

Enclosure





## A/E Selection Guide Exhibit XX – Negotiation Memorandum

# Memorandum

**DATE:**

**FROM:** [contract negotiator]

**TO:** File

**SUBJECT:** [solicitation number], [project title] -  
Negotiation Memorandum

### 1) Description of Articles and Services and Period of Performance

[Describe the work involved and whether the proposed action is an indefinite delivery type contract or a contract for a specific project.]

The estimated performance period is [describe].

The proposed contract amount is [\$].

### 2) Acquisition Planning

Although this item is not applicable to acquisition of Architect/Engineer Services per HHSAR 307.104-1(a)(1), it is applicable to acquisitions of A/E services over \$25,000 per IHS Contract Policy Memorandum (ICPM), Number 92-2. An APD similar to ICPM exhibit 92-2-B was developed by the project manager and the contracting officer. An acquisition milestone chart was done using Primavera software. Both are in the contract file.

### 3) Synopsis of Proposed Acquisition

This acquisition has been publicized in accordance with FAR Subpart 5.2. The synopsis appeared in the [date] edition of the Commerce Business Daily. SF-254/255 submissions were required by [time] on [date].

### 4) Contract Type

The proposed action is a requirements-type indefinite-delivery contract providing for filling individual requirements through fixed price task orders. This arrangement is appropriate to respond to recurring requirements for similar types of A/E services.

### 5) Extent of Competition

This acquisition was conducted as a set-aside under the Buy Indian Act for 100% Indian-owned, operated, and controlled firms. Other competitive procedures per FAR 6.102 and FAR Subpart 36.6 were used. Negotiations were conducted under the authority of Public Law 92-582, 40 U.S.C., 541 et seq., the Brooks Act.

[Number] submissions were received by the [date] deadline. All were evaluated and [number] were interviewed on [date]. [Company name] was the highest ranked. The selection board recommended the selection, with concurrence by the Contracting Officer on [date] and the selection official approved it on [date].

A request for price proposal was issued to [company name] on [date]. The proposal was received timely on [date].

### 6) Technical Evaluation

[Company name] was reviewed and approved as technically qualified by the Architect/Engineer Selection Board as stated in the Chairperson's report, dated [date].

### 7) Business Evaluation

## **A/E Selection Guide Exhibit XX – Negotiation Memorandum**

The business evaluation was covered during the technical evaluation of the SF 254/255 submittals.

This evaluation consisted of checking the professional/business licensing of the firms required by the state where the firms were located in order for the firms to perform the architectural/engineering services as well as evaluating the capacity of the firms to respond and accomplish the work in the required time.

### **8) Competitive Range**

Not applicable to A/E acquisition.

### **9) Government-furnished Property and Government-provided Facilities**

None.

### **10) Cost Breakdown and Analysis**

Direct Salaries. [Describe basis for analysis of direct labor rates: e.g., comparison with other contracts, published wage data. Describe method for calculating composite rates if applicable]

Overhead. [Describe how proposed rates were derived, whether audit information was supplied, compare with historical costs]

Other Direct Costs. [Describe type of costs involved and whether any exception was taken to the proposed amounts]

Profit. [Justify profit allowed considering factors such as risk assumed by contractor, complexity of tasks, type of contract,]

### **11) Negotiations**

[Describe dates, places, participants. Use a columnar format to summarize adjustments made to the proposal and to the Government's position to reach the recommended settlement. Avoid lengthy narrative.]

### **12) Other Considerations**

The Contractor is not on the List of Parties Excluded From Federal Procurement or Nonprocurement Programs ([date], edition).

Based on the review of the SF-254/255 submittals and the other information submitted along with the Contractor's price proposal, the Contractor is considered to have the competency, capability, capacity, credit, integrity, perseverance, and tenacity necessary for an affirmative responsibility determination. All indications are that the Contractor is fully capable of performing this contract.

No abnormal payment provisions are provided. FAR 52.232-10, Payments under Fixed-Price Architect/Engineer Contracts, will be used.

A Certificate of Current Cost of Pricing Data, dated DATE, has been received from the Contractor and has been placed in the contract file.

No HHSAR 307.105-2 Special Program clearances or approvals are required.

The unsuccessful offerors' SF-254/255 submittals are in a file separate from the contract file.

The equal opportunity provisions of the proposed contract have been explained to the Contractor, and he is aware of his responsibilities. An EEO clearance is not required (FAR 22.805) as the total contract is estimated under \$1,000,000.

The services to be acquired are nonpersonal in nature (FAR 37.103 and HHSAR 337.103).

With the in-house disciplines provided, there is no question that 51% of the cost of the contract performance incurred for the personnel will be expended for employees of the Indian business concern.

### **13) Terms and Conditions**

The terms and conditions contained in the contract are those normally found in a firm, fixed-price with reimbursables Architect/Engineer contract. [Describe exceptions, or changes made in negotiation]

## **A/E Selection Guide Exhibit XX – Negotiation Memorandum**

### **14) Recommendation**

The Contractor's proposal for salary rates and other incidental rates are considered fair and reasonable. Award of a contract to [company name] is recommended.

### **15) Signatures**

/s/Contract Negotiator

/s/Contracting Officer



## A/E Selection Guide Exhibit XXI – Notification of Award

# Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

**SUBJECT:** [solicitation number], [project title] - Notification of Award

[greeting]

Thank you for your response to the subject requirement. This is to notify you that [firm name, address] has been awarded a contract for providing the A/E services for [project description]. The initial contract award for design is [contract price]. The contract also contains an option for Construction Contract Administration Services for [option price].

[number of firms evaluated] SF 254/255 submittal packages were received by the required submittal date. Interviews were held with [number of firms interviewed] firms.

Your interest in Department of Health and Human Services design requirements is appreciated and I hope you will continue to respond to our future design announcements

/s/Contracting Officer



## A/E Selection Guide Exhibit XXII – Debriefing Response

# Letter

[DATE]

[COMPANY NAME]

[ADDRESS]

**SUBJECT:** [solicitation number], [project title] - Debriefing Response

[greeting]

The Selection Board's rating of your submission in general terms is enclosed. Any significant deficient factors in your submission are indicated. The Federal Acquisition Regulation prohibits point-by-point comparisons with other offeror's submissions. (FAR 15.1006).

Each selection board member initially assigned a numerical score to your firm for each of the published evaluation elements. The scores were multiplied by the weight assigned to each factor to derive a total weighted score for your firm. The total score was used to rank your firm relative to the others. Using this method, each board member derived a ranked list of all firms evaluated. A composite ranking was then done by giving each firm points depending on where it fell in each board member's ranked list (e.g., 7 points for a first place ranking, 5 points for second, and so on). The composite ranking was then examined to pick a logical cutoff that would pass at least three of the most highly ranked firms to the discussion (interview) stage. Total scores are used only as a tie breaker. After the interviews, the process was repeated for the short-listed firms and a final selection was made based on the revised scores assigned by each board member.

Your interest in Department of Health and Human Services design requirements is appreciated and I hope you will continue to respond to our future design announcements

/s/Contracting Officer

Enclosure

## A/E Selection Guide Exhibit XXII – Debriefing Response

Debriefing Statement <i>Company</i>			
<i>Evaluation Factor</i>	<i>Weight</i>	<i>Score Range</i>	<i>Comments</i>
Professional qualifications necessary for satisfactory performance of required services.	10	[excellent, above average, average, below average, weak]	[representative comments taken from score sheets]
Specialized experience and technical competence in all applicable aspects of standard model designs and custom designs for housing quarters and public spaces, including experience by all disciplines in design, construction methods, systems maintainability and reliability, in cold, rural, and remote regions.	10		
Demonstrated expertise and experience in working as a team with listed consultant(s) and/or subcontractor(s) and ability to effectively manage multiple-firm teams.	8		
Knowledge of and experience by the prime contractor and consultant(s)/subcontractor(s) in the following [states and location in the general geographic proximity to sites in [location name].	6		
Past performance on contracts with Government agencies and private industry in terms of cost control, quality of work, and compliance with performance schedules.	5		
Capacity to respond and accomplish the work in the required time.	3		
Extent of active Indian professional and paraprofessional participation.	2		



## A/E Selection Guide Endnotes

- 
- <sup>1</sup> PHS/ORM memorandum dated July 11, 1994, IHS Manual, CH 5, 5-5.10(H)
- <sup>2</sup> Director, DFEE, memorandum dated November 26, 1997
- <sup>3</sup> IHS Manual, CH 5, 5-5.5(C)
- <sup>4</sup> IHS Manual, CH 5, 5-5.7(Q)
- <sup>5</sup> FAR 16.504(c)
- <sup>6</sup> FAR 16.505(b)
- <sup>7</sup> Director, IHS, memorandum dated February 7, 1995, "Interim Buy Indian Policy"
- <sup>8</sup> Deputy Assistant Secretary for Grants and Acquisition Management, DHHS, memo dated July 9, 1996, "Class Deviation to PHSAR 380.503(a)"
- <sup>9</sup> 40 U.S.C. 542 and FAR 36.601-1
- <sup>10</sup> FAR 5.205(d)
- <sup>11</sup> FAR 15.503(a)
- <sup>12</sup> FAR 36.602-5(a)
- <sup>13</sup> FAR 36.607(a)
- <sup>14</sup> FAR 15.503(a)(2)
- <sup>15</sup> FAR 36.606(c)
- <sup>16</sup> FAR 15.403-4
- <sup>17</sup> FAR 15.405
- <sup>18</sup> FAR 15.404-2
- <sup>19</sup> FAR 19.705-2
- <sup>20</sup> FAR 22.805
- <sup>21</sup> FAR 36.605
- <sup>22</sup> FAR 15.406-3
- <sup>23</sup> IHS Manual, CH 5, 5-5.10-A
- <sup>24</sup> FAR 15.503(b)